

Executive Assistant to Directors

London

Entrepreneurial zeal and a drive to do things differently have spurred Greenergy to grow from a bedroom start-up to become the UK's leading fuel supplier. Good customer service is central to our mission and we constantly strive to be a company that's easy to deal with by streamlining procedures and eliminating bureaucracy. Choose to work for Greenergy and you'll find that we are welcoming, logical and efficient. We endeavour to approach the status quo of an established industry with fresh eyes.

We are looking for an Executive Assistant to support our board of directors based in our London office.

Responsibilities include:

- » Full diary management for the executive team to include: keeping track of all appointments and providing relevant information for meetings; taking the initiative to arrange and remove meetings based on the understanding of the executive's needs; liaising with staff and stakeholders to make appointments and meetings.
- » Co-ordination and booking of all travel for the executives, taking into account company policies and budgets, working with the travel team to ensure that travel is booked in a timely and cost effective way.
- » Creating and filing expense reports for all executives.
- » Help with the preparation of documents for board meetings as needed.
- » Providing general administrative support as and when needed.

Requirements of the role:

Skills:

- » Proven experience as an executive assistant or other relevant administrative support experience.
- » In-depth knowledge of MS Office.
- » Excellent verbal and written communication skills.

Person specification:

- » To be extremely organised and manage time effectively.
- » The ability to organise workload by priorities.
- » To have a proactive approach to problem solving with strong decision making skills.
- » To be a self-starter with the ability to work in a fast paced environment.
- » To possess the ability to work under pressure and meet deadlines with an enthusiastic approach.
- » To be well presented, confident and cheerful.

People are key to our continuing success; we work hard to reward, develop and retain staff. We offer a competitive salary, career progression opportunities, along with a comprehensive benefits package which includes;

- » 25 days holiday per year, increasing by 1 day after 5 years' service for every full year up to a maximum of 30 days plus bank holidays
- » Private Medical Insurance
- » Worldwide Travel Insurance
- » Company Pension
- » Life Insurance cover of 4 times basic salary
- » Eye Care Vouchers, Flu Jabs
- » Ride to Work Scheme
- » Access to a discount site for things like eating out, health and leisure etc.
- » You will also have access to the 24/7 Employee Assistance Programme.
- » Excellent staff facilities

If you are interested in joining the Greenergy team, please submit a current CV along with a cover letter in support of your application to mari.baghurst@greenergy.com. Applications without a covering letter will not be considered.

Location: Greenergy London office

Hours: 09:00 - 17:30 basic hours

Notice period: 3 months.

The Greenergy logo features the word "Greenergy" in a bold, dark blue, sans-serif font. A thin green vertical line is positioned to the left of the text, extending from the bottom of the page towards the top.